



Rezoning/Preliminary Development Plan Application

If the property owner is not filing the application, please fill out the attached Letter of Authorization for an applicant or project representative to file and pay the required fees.

- ☐ Rezoning only
☐ PDP only
☐ Rezoning and PDP

Project Name		
Property Location/Address		City, State, Zip Code
If rezoning, or Rezoning with PDP, the zoning district to be changed		
From		To
Legal Description (If you need more room, please write "See Attached" here, and attach a separate typed legal description)		Assessor's Parcel Number(s)
Proposed Land Use (e.g. single family, multi-family, retail, office, etc.)		Gross Acreage
Applicant/Firm Name		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email Address / Fax Number
Property Owner		
Mailing Address		City, State, Zip Code
Property Owner Signature	Date	Phone Number
For City Use		
Date Filed	Development No.	Planner



Letter of Authorization

Please accept an application for Rezoning and/or a Preliminary Development Plan for property located at:

Said property is owned by (provide the Maricopa County recorded Property Owner information):

and legally described as (may state "See attached"):

Assessor Parcel Number(s):

The attached map and/or survey accurately portray the parcel configuration and property dimensions, as reflected in the legal description.

I certify that the above information is correct, and that I am authorized to file an application on said property on behalf of the owner.

Applicant Signature

Date

Property Owner Name Printed

Date

Property Owner Signature

Date

Property Owner Name Printed

Date

Property Owner Signature

Date

Rezoning/PDP Submittal Checklist

- _____ Application (Note: If you are submitting a PDP *with* a rezoning request, only one application is necessary)
- _____ Letter of Authorization (required if applicant is not the property owner)
- _____ A written narrative that describes all aspects of the proposed project. Please include such items as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, building sizes, total building area, property size, and how the development meets the zoning code requirements.
- _____ Legal description of property
- _____ Mailing labels for property owners within a 600-foot radius and City Registered Neighborhood Organizations (as provided by the City) within a one-quarter mile (1320-foot) radius of the subject site. Ownership information to be retrieved from Maricopa County Assessor's database.
- _____ Zoning application fee: based on gross acreage and portion thereof. For example, a 2.3 gross acreage site is rounded to 3 acres:

<u>Base Fee</u>	+	<u>Acreage x Amount</u>	=	<u>Total</u>
\$785		\$40 per acre or portion thereof		
- _____ Preliminary Development Plan fee of \$315 (payable if you are submitting only a PDP, with no Rezoning action. This fee is waived if you are filing a PDP with a rezoning request.)

Two full-sized plans (24" x 36"), and one 8 ½" x 11" or 11" x 17" copy of each of the following:

- | | |
|---------------------------|---|
| _____ Site Plan | _____ Floor plan |
| _____ Landscape plan | _____ Preliminary grading and drainage plan |
| _____ Building elevations | _____ Preliminary plat (if part of the application) |

Development Booklets. Initially, submit two booklets for review. The Planner assigned to your project may ask you to submit these documents in booklets (typically 25), and may require additional materials. Booklet documents include 8 ½" x 11" or 11" x 17" foldouts of all the following items:

- | | |
|---|---|
| _____ Aerial map, in color | _____ Architectural details, in color |
| _____ Written narrative describing the project | _____ Perspective view, in color |
| _____ Site plan | _____ Building materials and paint color exhibit |
| _____ Landscape plan | _____ Preliminary grading and drainage plan |
| _____ Building elevations (color required for reduced-size plans) | _____ Preliminary plat (if part of the application) |

Other items which may be requested by staff:

- _____ Traffic impact study
- _____ Noise study
- _____ Sign Posting Affidavit and Detail – to be submitted when requested by Planner



Sign Posting Affidavit

Application No. _____

Applicant Name _____

Project Name/Address _____

The applicant is required to post a 4-foot by 8-foot wooden sign or signs on the subject site a minimum of 15 calendar days prior to the first public hearing. One double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout that contains the required specifications for the sign.

Please note: It is the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until City Council has made its formal decision on the case. It is also the responsibility of the applicant to remove the sign after the final action is taken.

I confirm that the site has been posted for the zoning case number above as required by the City of Chandler Transportation and Development Department, and that I have submitted a picture of the sign(s).

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____
_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

Return the completed, notarized affidavit and picture(s) to the assigned Planner the week the sign(s) is posted.